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HP L2725B#BGJ

HP Scanjet Enterprise Flow 7500 Flatbed Scanner User Manual

Model: L2725B#BGJ | Brand: HP

1. INTRODUCTION

The HP Scanjet Enterprise Flow 7500 is a high-performance flatbed scanner designed for efficient document management. This device offers rapid scanning capabilities and reliable paper handling, making it suitable for workgroups and integration into existing document systems. It features HP EveryPage technology for smooth scanning and comes with comprehensive scan software to enhance image quality and streamline workflows.

Key features include:

- Fast scanning speeds of up to 50 pages per minute (ppm) / 100 images per minute (ipm) at 200 dpi (black and white, grayscale, and color).
- Automatic Document Feeder (ADF) capacity of up to 100 pages, supporting various sizes up to 34 inches (86 cm) long.
- Integrated legal-size flatbed for scanning books, ledgers, notes, and other delicate or bound materials.
- HP EveryPage technology to prevent misfeeds and ensure consistent document flow.
- Compatibility with HP Smart Document Scan Software for simplified tasks and automatic image enhancement.
- Built-in Optical Character Recognition (OCR) capabilities for searchable and editable documents.
- Seamless integration into existing workflows via full-featured drivers.

2. SETUP GUIDE

Follow these steps to set up your HP Scanjet Enterprise Flow 7500 scanner:

1. **Unpack the Scanner:** Carefully remove the scanner and all components from the packaging. Ensure all protective materials and tapes are removed from the scanner, especially from the flatbed glass and ADF paper path.
2. **Place the Scanner:** Position the scanner on a stable, flat surface with adequate space for paper input and output.
3. **Connect Power:** Connect the power cable to the scanner's power port and then plug it into a grounded electrical outlet.
4. **Connect to Computer:** Use the provided USB cable to connect the scanner to an available USB port on your

computer.

5. **Install Software and Drivers:** Insert the HP software CD (if provided) or download the latest drivers and HP Smart Document Scan Software from the official HP support website. Follow the on-screen instructions to complete the installation. It is recommended to install the software before connecting the scanner to the computer for the first time.
6. **Initial Power On:** Press the power button on the scanner. The scanner will perform an initial self-test.



Figure 2.1: Rear view of the scanner, illustrating the power and USB connectivity ports.

3. OPERATING INSTRUCTIONS

This section details the basic operation of your HP Scanjet Enterprise Flow 7500 scanner.

3.1 Control Panel Overview



Figure 3.1: The scanner's control panel, showing the four-line LCD display and various control buttons.

The control panel features a four-line LCD display for status messages and menu navigation. Key buttons include:

- **Tool button:** Accesses scanner settings and utilities.
- **Cancel button:** Stops the current operation or exits a menu.
- **Up/Down menu button:** Navigates through menu options.
- **OK button:** Confirms selections or starts a scan.
- **Back button:** Returns to the previous menu or screen.
- **Simplex/Duplex scan buttons:** Dedicated buttons for initiating single-sided or double-sided scans.

3.2 Loading Documents

You can load documents into the Automatic Document Feeder (ADF) for multi-page scanning or use the flatbed for single pages, books, or delicate items.

Using the Automatic Document Feeder (ADF)

1. Fan the edges of the document stack to separate pages and prevent misfeeds.

2. Adjust the paper guides to fit the width of your documents.
3. Place the documents face-up into the ADF input tray. Ensure the stack is aligned properly.



Figure 3.2: Documents loaded into the Automatic Document Feeder (ADF).

Using the Flatbed

1. Lift the scanner lid.
2. Place the document face-down on the flatbed glass, aligning it with the corner guide.
3. Close the scanner lid gently.

3.3 Initiating a Scan

You can initiate a scan from the scanner's control panel or through the HP Smart Document Scan Software on your computer.

From the Control Panel

1. Load your documents into the ADF or place them on the flatbed.
2. Select the desired scan profile using the Up/Down menu buttons and press **OK**.
3. Press the **Simplex** or **Duplex** scan button to start the scan.

Using HP Smart Document Scan Software

1. Open the HP Smart Document Scan Software on your computer.
2. Select the desired scan profile or create a new one, configuring settings such as resolution, color mode, and

destination.

3. Click the 'Scan' button within the software interface to begin scanning.

4. MAINTENANCE

Regular maintenance ensures optimal performance and longevity of your HP Scanjet Enterprise Flow 7500 scanner.

4.1 Cleaning the Scanner

Dust and paper residue can accumulate on the scanner's internal components, affecting scan quality. Clean the scanner regularly, especially the flatbed glass and ADF rollers.

1. **Power Off and Disconnect:** Before cleaning, always power off the scanner and unplug the power cord from the electrical outlet.
2. **Clean the Flatbed Glass:** Use a soft, lint-free cloth lightly dampened with glass cleaner (non-abrasive) to wipe the flatbed glass. Ensure no streaks or residue remain.
3. **Clean the ADF Rollers:** Open the ADF cover. Gently wipe the paper pick rollers and separation pad with a lint-free cloth dampened with distilled water or isopropyl alcohol. Allow them to dry completely before closing the ADF cover.
4. **Clean the Exterior:** Wipe the exterior surfaces of the scanner with a soft, dry cloth.

4.2 Routine Checks

- Periodically check for software updates for your scanner drivers and HP Smart Document Scan Software.
- Ensure proper ventilation around the scanner to prevent overheating.
- Use only recommended paper types and sizes to avoid paper jams and wear on components.

5. TROUBLESHOOTING

This section provides solutions to common issues you might encounter with your scanner.

5.1 Paper Jams

If a paper jam occurs, the scanner's display may show an error message. Follow these steps:

1. **Power Off:** Turn off the scanner.
2. **Locate Jam:** Carefully open the scanner covers (ADF, rear access panel) to locate the jammed paper.
3. **Remove Paper:** Gently pull the jammed paper in the direction of the paper path. Avoid tearing the paper, as small pieces can remain inside and cause further issues.
4. **Close Covers:** Close all scanner covers securely.
5. **Power On:** Turn the scanner back on.

5.2 Poor Scan Quality

If scans appear blurry, streaky, or have incorrect colors:

- **Clean Scanner:** Refer to Section 4.1 for instructions on cleaning the flatbed glass and ADF rollers. Dust or smudges on these surfaces are common causes of poor quality.
- **Adjust Settings:** In the scanning software, ensure the resolution (DPI) is set appropriately for your needs. Higher DPI settings produce clearer images but result in larger file sizes.
- **Color Calibration:** If colors are inaccurate, check the scanner's color calibration settings in the HP Smart Document Scan Software.

- **Document Condition:** Ensure the original document is clean, flat, and free from wrinkles or tears.

5.3 Scanner Not Detected by Computer

If your computer does not recognize the scanner:

- **Check Connections:** Ensure the USB cable is securely connected to both the scanner and the computer. Try a different USB port.
- **Restart Devices:** Power off the scanner and restart your computer. Then, power on the scanner.
- **Reinstall Drivers:** Uninstall and then reinstall the scanner drivers and software from the HP support website.
- **USB Cable:** Try using a different USB cable to rule out a faulty cable.

6. SPECIFICATIONS

Below are the technical specifications for the HP Scanjet Enterprise Flow 7500 Flatbed Scanner:

Feature	Specification
Product Dimensions	16.77 x 20.28 x 8.31 inches
Item Weight	23.4 pounds
Model Number	L2725B#BGJ
Scanner Type	Document (Flatbed & ADF)
Connectivity Technology	USB
Resolution	600 dpi
Wattage	50 watts
Color Depth	30/24 (internal/external) Bits
Standard Sheet Capacity (ADF)	100 sheets
Optical Sensor Technology	CCD
Date First Available	July 28, 2013
Manufacturer	HP

7. WARRANTY AND SUPPORT

The HP Scanjet Enterprise Flow 7500 Flatbed Scanner comes with a one-year limited hardware warranty. For technical assistance and support, HP offers 24-hour, 7 days a week web support.

For detailed information, including comprehensive troubleshooting guides and software downloads, please refer to the official HP support website or the user guide PDF:

- **Official User Guide (PDF):** Download User Guide
- **HP Support Website:** Visit www.hp.com/support for drivers, software, and additional resources.